

U.S. Pretrial Services Officer

Definition

The position is located in the pretrial services office in the Eastern District of Missouri - St. Louis. The pretrial services officer investigates defendants, writes reports, and makes recommendations on the amount of bail and the conditions to be met by the defendant, if released. The officer supervises defendants released on bail to provide assistance and to assure compliance to the conditions of release. Applicants for pretrial diversion are investigated and supervised by the pretrial services officer and reports with recommendations are submitted to the U.S. Attorney.

Qualifications

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, social work, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position is required. A master's degree is preferred. Basic keyboarding skills and some computer literacy are needed to qualify. The applicant must have two years specialized experience.

Pay and Benefits

Court Personnel System Classification Level: CL 23

Pay Range: \$28,588 - \$58,123 annually, plus medical insurance, life insurance and retirement benefits.

Specialized Experience

Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment is required. Experience in closely allied fields such as social work, casework, guidance and counseling or psychology is acceptable. Experience as a custodial, or security officer, other than any criminal investigative experience, is not creditable.

Educational Substitutions

Various substitutions for specialized experience are credited for specified undergraduate and/or graduate academic achievement and course work.

Age and Physical Requirements

A pretrial services officer must not have reached the age of 37 at the time of the appointment. The duties of pretrial services officers require the investigation and management of alleged criminal offenders or convicted offenders who present a physical danger to officers and to the public. In the supervision, treatment and control of these offenders, duties require moderate to arduous physical exercise, including prolonged walking and standing and the physical dexterity and coordination necessary to operate a firearm and use self-defense techniques. Officers face unusual mental and physical stress on a daily basis.

Other Information

The position of U.S. Pretrial Services Officer is classified as hazardous duty allowing for retirement at the age of 50 with 20 years of service with mandatory retirement at the age of 57.

The selected candidate must undergo a full background investigation, submit to urine drug testing and a fitness for duty evaluation prior to appointment.